

Timekeeping Instructions for Early UCPATH December Payroll Deadlines

In preparation for the December holidays and the campus annual energy [curtailment](#) period, please plan ahead and follow the deadlines and instructions below to ensure your biweekly paid employee(s) are paid for all hours worked and leave taken. This December, due to the holidays, **biweekly paid employees and their supervisors are being asked to submit and approve their hours worked and leave taken before the pay period ends.** The early time submission and approval deadline allows UCPATH to process Payroll and submit the necessary information to the bank so employees may have their pay available on the January 3rd pay day.

Current Pay Period 12/10-12/23, Pay Day Jan 3, 2024

- Projected Hours Form due 12/18
- Employee Approval due 12/20
- Supervisor Approval due 12/21 by Noon

Note: these deadlines occur before the pay period ends on 12/23

Employees

Record time as usual during Dec. 10-20. Approve timecard on Dec. 20. **If your employee is scheduled to work during Dec. 21-23, you must ensure their hours are entered in CalTime by noon on Thursday Dec. 21st before the pay period ends or they will not be paid for these days.** Employees that need you (their supervisor) to enter these hours in CalTime on their behalf must complete and submit the projected hours form to you no later than Monday Dec. 18th

Supervisors

Please approve timecards by Noon on Dec. 21. Ensure your employees scheduled work hours for Thursday to Saturday (Dec. 21-23) have been entered in CalTime by noon on Thursday, Dec. 21.

Next Pay Period 12/24-1/06, Pay Day Jan 17, 2024

- Employee Approval due 1/06
- Supervisor Approval due 1/08 by Noon

You may need to assist employees who plan to take leave and enter vacation and comp-time for this pay period. Your employee(s) have been instructed to provide you with this information by December 13th using the [Holiday/Curtailment Leave Form](#). Please enter their vacation leave or comp-time into CalTime before you leave for the curtailment and holiday period and no later than January 8th by Noon. Do not enter holiday hours for Dec. 25-26 and Jan 1-2. Observed holiday hours for these dates will be populated automatically by the CalTime system beginning Dec. 28 for eligible employees. Employees working during Dec. 24 - Jan. 06, should record time in CalTime as usual on those dates. If your employee will be taking leave without pay during the curtailment dates (Dec. 27, 28, 29) and is currently eligible to accrue vacation, they should use the Curtailment-LWOP pay code.

For more information: Visit the [Curtailment webpage](#)

For Support: Email caltime@berkeley.edu or call the Help Desk at (510) 664-9000, press option 1 followed by option 4

Thank you for using CalTime, and happy holidays!

The CalTime Team

*Emails containing similar instructions will be sent to biweekly paid anytime and Realtime employees. Please share with employees who do not have access to email. *Real-time employee's record their start and stop time on a daily basis and do not have the ability to edit their time recorded.*